**SMART - SELF-CONSULTATION FORM**

**Please provide your full contact details.**

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| --- | --- |
| **NAME** |  |
| ADDRESS |  |
| **HOME TELEPHONE NUMBER** |  |
| **MOBILE PHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |

**CREATING YOUR PERFECT GARDEN ROOM/OFFICE**

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| **RANGE REQUIRED:**  Ultra, Temple Folly, Suffolk Barn, Affinity, Belle, Key Studio or Classic |  |
| **SIZE REQUIRED:**  Please refer to catalogue |  |
| **WHAT DO YOU PLAN TO USE YOUR BUILDING FOR?** |  |

**STEP 1 - A sketch of the layout of your garden and your building specification:**

To include:

~ Layout of your garden

~ Position of the garden room

~ Measurements of site

~ door type(s) and positions

~ window types and positions

~ Fuse board position in your house/garage and the nearest entry point in the garden room

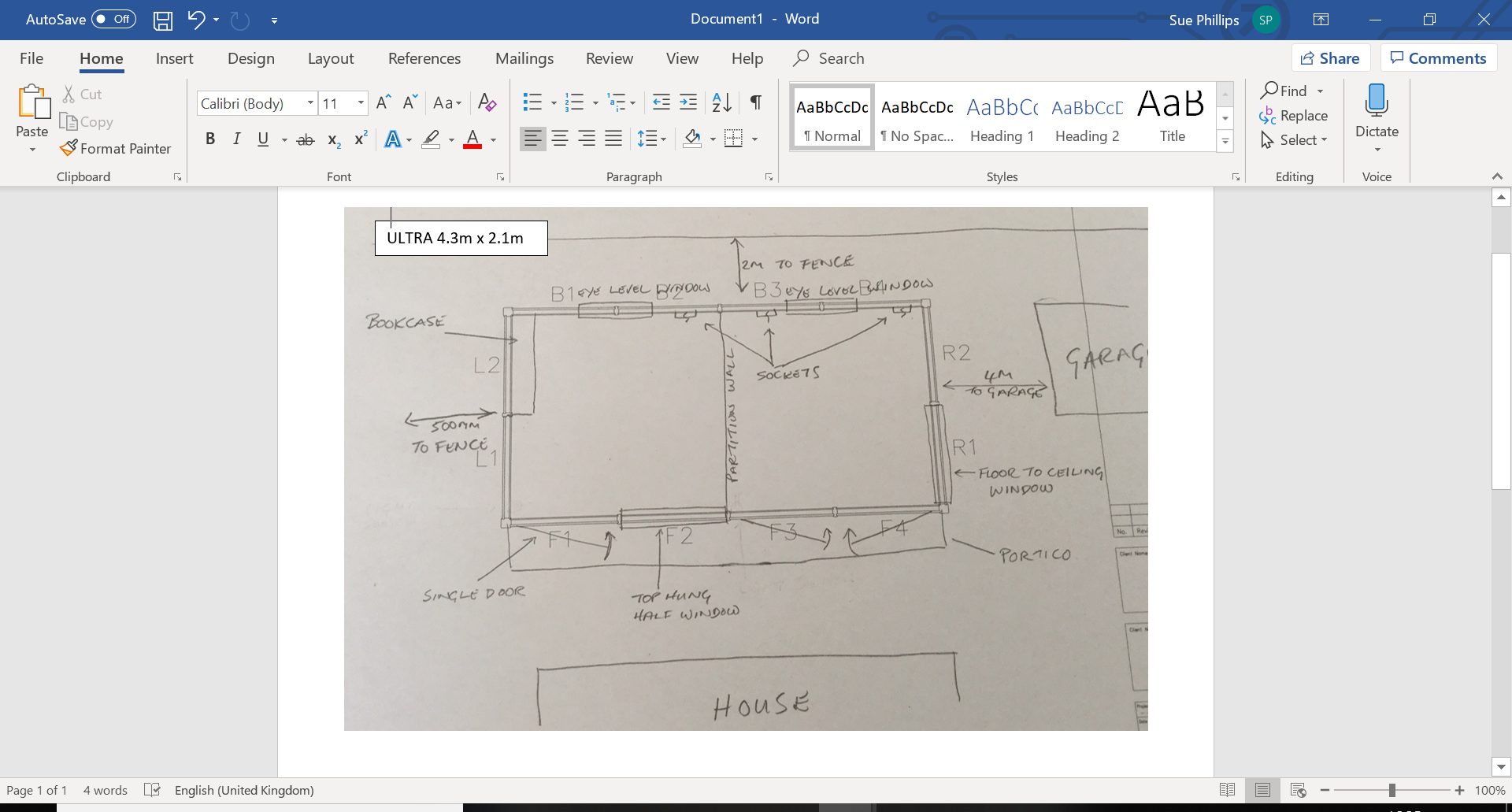
~ Double socket positions

~ Partition wall location and door position (if required)

~ External light positions (if required)

~ Decking position (if required)

**An example of a layout plan. This can be hand drawn or created on a computer.**



**Tips for planning your layout:**

* Stand in the chosen position of the garden room in your garden and think about where you want your view to be when you are inside it.
* Start by designing the inside first, think about where you want your desk/furniture etc.
* Once you have done this, the best positions for the doors and windows should become clear.
* Don’t forget ventilation – a lot of floor to ceiling glass looks nice, but ensure you add a few opening windows to get some air flow.
* We recommend a minimum gap of 500mm to all boundaries for all buildings under 15sqm, and 1m for all those over 15sqm.

**STEP 2 – Other areas to consider:**

If there are any areas that are not clear, or you are having trouble with, or you have more bespoke requirements, then please don’t worry, these elements can all be discussed with you during your telephone consultation.

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| **PORTICO POSITION: ULTRA ONLY**  Front / left elevation / right elevation / no portico |  |
| **ROOFLINE:**  Low line / High line / View line, / Mono pitch / Hidden |  |
| **OPTIONAL CANOPY: AFFINITY ONLY**  1m / 2m / 3m / 4m |  |
| **UPVC COLOUR:**  Black / Grey / White / Cream / Oak |  |
| **INTERIOR FINISH:**  Popular 1 / Popular 2 / New England 1 / New England 2 / Aspen / Flush |  |
| **INTERIOR LIGHTING:**  4 bar ceiling mounted spotlights / LED downlights |  |
| **EXTERIOR COLOUR (when applicable):**  Brick / Shale / Mallard / Sea Foam Green / Island Breeze / Chamois / Black flood, / Clunch / Oxford stone / Purbeck stone / Ball green / Cinder rose / Green blue |  |
| **FLOORING:**  LAMINATE – White Oak / Grey Oak / Light Oak / Medium Oak / Dark oak  CARPET – Forest Green / Moorland Spring / Anthracite / Soft blue / Sandstorm  VINYL – Wood effect |  |
| **PARITION WALL WITH NO INTERNAL DOOR** |  |
| **PARTITION WALL WITH INTERNAL DOOR**  Opening door / Sliding door |  |
| **HEATING:**  Oil filled thermostatically controlled portable radiator / Underfloor heating & laminate flooring / Wall mounted heater / climate control unit |  |
| **EXTERNAL LIGHTING**  Puddle lighting in portico or soffits / contemporary lights / drop lanterns / bulkhead lights.  \*With or without a motion sensor. |  |
| **DECKING:**  1.5m deck to front elevation |  |
| **‘CLIP-IN FRAME’ VENETIAN BLINDS** |  |
| **DESKS:**  Boomerette / Single boomerang / Double boomerang / Horseshoe.  \*Please indicate colour: white, beech or walnut |  |
| **BOOKCASES:**  Full height / under eye level window height / half height.  \*Please indicate colour: white, beech or walnut |  |
| **BURGLAR ALARM** |  |
| **BLUETOOTH SPEAKERS** |  |
| **WATER BUTT:**  **250L / 100L slimline** |  |
| **ROOF LIGHTS:** |  |

**STEP 3 – Groundworks**

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| --- | --- |
| Do you require SMART to install a suitable base? |  |

If you prefer to use your own contractor to lay the base, then we can provide you with our specification.

**STEP 4 – Electrics**

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| Do you require SMART to carry out the electrical connection? |  |

If you prefer to use your own electrician, then we can provide you with our specification.

**STEP 5 – Required Images**

**Once you have completed this form and created your layout sketch, could you please return it to us along with:**

* **Photos or a video of:**

~ The front of your house clearly showing where our vans can park

~ The route from the front of the house to the installation site

~ The location you wish to install the building in the garden

~ Your fuse board clearly showing its location and the fuses within in

Please email this completed form to: [contactus@smartgardenoffices.co.uk](mailto:contactus@smartgardenoffices.co.uk)

We suggest that the videos or images are sent via the free ‘WeTransfer’ service to the above email address: <https://wetransfer.com/>

Once we have your information, one of friendly consultants will call you as soon as we are able, to finalise details and from this we will then provide you with an itemised quotation and a CAD drawing for your desired building.

We look forward to speaking to you soon.

**The Team at SMART**